TELECOPIER MESSAGE

To: Denise F. Keane
Assistant General Counsel
Philip Morris Management Corp.

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From: Mary E. Ward
Counsel - Research & Development
R. J. Reynolds Tobacco Co.

A team of scientists and engineers at RJR have developed a preliminary plan for a project which would result in a publication of several case studies of smoking lounges in a book or pamphlet format. The objective of the project is to demonstrate and communicate that smoking lounges can be can constructed or renovated at a reasonable cost and can be operated economically. Additionally, smoking lounges can be pleasant places where productive tasks can be performed. The proposed audience for the publication includes design engineers, facility managers, and building owners.

The main variables in classification of sites are:
Number of Employees - small/medium/large
Types of HVAC Systems - VAV/CAV
Region of Country - Northeast/South/Midwest/Far West
Type of Building - high rise/low rise
Age of Building - old/new
Even though there are over 100 permutations of these classifications, the team feels that a dozen or so cases could demonstrate the range of applications.

RJR has 3 good possibilities identified. All 3 were designed with input from our project with Titus. If PM desires to participate, then there should be coordination in choosing additional sites to ensure as wide a variety as possible.

Other sites might be selected by making contact with consulting engineers to query whether they have any sites they'd like to showcase. Another source of potential sites might come from vendors or suppliers who have constructed or renovated smoking lounges.

Once the lounge is operational, performance can be assessed by the following parameters:

Building	Smoking Lounge
Airborne Nicotine (8 hr)	Survey of Users
Carbon Dioxide	Carbon Dioxide
Management Interview	Management Interview
	Air Delivery in CFM (comparable to ASHRAE)

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Airborne nicotine measurements will demonstrate that ETS is contained in the lounge. Carbon dioxide is a reasonable indicator of comfort and adequate ventilation. We have begun work on a proposed questionnaire for users of the lounge.

The case study writeups are envisioned to include identifying information about the business (including a photograph), description of the lounge (including a photograph and dimensioned sketch), a background section which might include prior unsuccessful efforts, design criteria and reasons for design, number of smokers served, operation description, construction and energy costs, test results, and a conclusion which points out the satisfaction of everyone involved and the particular aspects of importance from the case under discussion.

I hope that your company will give favorable consideration to participating with RJR in this project. We are available to meet with you and other representatives of PM for further, more detailed discussion. We would like to have the publication in print by the end of 1992 at the latest.

Sincerely,

Mary E. Ward

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